



Tom Tindall  
Director

COUNTY OF LOS ANGELES  
Internal Services Department

1100 North Eastern Avenue  
Los Angeles, California 90063

*To enrich lives through effective and caring service.*



Telephone: (323) 267-2101  
FAX: (323) 264-7135

April 20, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF A  
DOCUMENT STORAGE SERVICES MASTER AGREEMENT**

**SUBJECT**

Approval of a Countywide Document Storage Services Master Agreement and authority to execute master agreements with qualified vendors to provide document storage services for County departments.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director, Internal Services Department (ISD), or his designee, to execute Document Storage Services Master Agreements, with the three (3) companies listed on Attachment 1, effective May 15, 2010, for an initial term of five (5) years, with two (2) one-year extension options to be exercised at the discretion of the Director, ISD, or his designee.
2. Authorize the Director, ISD, or his designee, to execute (1) additional Document Storage Services Master Agreements with new vendors as they become qualified throughout the term of the Master Agreement, and (2) applicable amendments when the original contracting entity has merged, been purchased or has otherwise changed.
3. Authorize the Director, ISD or his designee, to add document storage-related services and categories to the Master Agreements as they become necessary due to new technology.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of this request will enable ISD to maintain a pool of qualified vendors that can provide document storage services to all County departments through a centralized and streamlined, competitively solicited contracting process.

On May 20, 2008, the Chief Executive Office (CEO) advised your Board that a workgroup of departments with contracts for document storage services would develop options to address the needs of the affected County departments and eliminate the need for County departments to duplicate efforts by conducting separate solicitations for similar services.

On April 20, 2009, the CEO provided your Board with a follow-up and status of the workgroup's efforts and recommended that a competitive solicitation be issued by ISD to develop a Countywide Master Agreement for document storage services. The goal was to provide a contracting vehicle for ISD and other County departments to obtain document storage services in an efficient and streamlined manner through a competitive solicitation process.

Recommendation Number 1 will ensure that three Master Agreements are in place to implement the document storage services on a Countywide basis. Recommendation Number 2 will allow additional vendors to be qualified and receive Master Agreements for document storage services through the contract term, providing the County with additional resources for these types of services. Recommendation Number 3 will allow ISD to add additional document storage-related services or service categories that may become available due to new technology or methods for providing the services.

The Document Storage Services Master Agreement categories include the following:

- Paper Records
- Archival/Historic Records
- Film-based Records
- Magnetic Tape Records

## **Implementation of Strategic Plan Goals**

The recommended Master Agreement supports County Strategic Plan Goal Number 1 (Operational Effectiveness) by managing County resources to provide efficient and standardized services through a streamlined acquisition process.

## **FISCAL IMPACT/FINANCING**

Services for departments will be solicited by ISD through a competitive solicitation process that will include only qualified vendors with Master Agreements. Expenditures under these agreements will vary from year to year based on the needs of the individual County departments. Expenditures over the term of the agreements in any given year will be budgeted by departments annually for such services. Departments utilizing the services are responsible for ensuring that contractors will not be asked to perform services which exceed the amounts, scope of work and dates specified in each individual purchase order.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The terms and conditions of the proposed Master Agreement have been approved as to form by County Counsel and contains all standard terms and conditions approved by your Board.

The proposed Master Agreement is not a Proposition A agreement and not subject to the Living Wage Program (County Code Chapter 2.201) since the services will be provided on an as-needed and intermittent basis. It has been determined that the services under these agreements do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program," because of the specialized training needed to perform the work.

## **CONTRACTING PROCESS**

On September 24, 2009, ISD released a Request for Statement of Qualifications (RFSQ) for Document Storage Services and posted the solicitation and contracting opportunity announcements on the County's "Doing Business with Us" web site (Attachment 2). Four (4) Statement of Qualifications (SOQ's) were submitted and reviewed for compliance with the RFSQ. Three (3) vendors were determined to be qualified and are being recommended for the Master Agreement. Community Business Enterprise Program information for each recommended vendor is identified in Attachment 3. At this time, none of the recommended vendors are certified as Local Small Business Enterprises (LSBE). Contractors were selected without regard to gender, race, creed, color or national origin for award of a Master Agreement.

New vendors may qualify for a Master Agreement at any time during the term of the contract by submitting an SOQ. These contractors will be subsequently added to the Master Agreement provided they meet the minimum requirements identified in the RFSQ. Thereafter, contractors will be solicited under competitive conditions to provide Document Storage Services under purchase orders issued by ISD.

Approval of the Master Agreement does not guarantee a contractor any minimum amount of business. County departments only incur an obligation as individual purchase orders are issued. All eligible contractors can respond to a purchase order solicitation by submitting a bid in the applicable Document Storage Services Master Agreement categories which the contractor has been pre-qualified. Purchase order awards will be made to the lowest priced responsible responsive qualified contractor unless other selection criteria is identified in the purchase order solicitation. Contractors certified as an LSBE will receive the applicable preference on their purchase order bids.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the Document Storage Services Master Agreements will ensure the County receives standardized document storage services more effectively through a streamlined acquisition process.

## **CONCLUSION**

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

A handwritten signature in dark ink, reading "Tom Tindall". The signature is written in a cursive, slightly slanted style.

TOM TINDALL  
Director

TT:JS:YY

Enclosures

c: Chief Executive Officer  
County Counsel